

**Michigan Department of Community Health  
Office of Recovery Oriented Systems of Care - Prevention and Treatment Section**

**SYNAR TOBACCO RETAILER MASTER LIST CLARIFICATION AND  
IMPROVEMENT/COVERAGE STUDY PROCEDURES**

The information to be gathered, corrected and maintained as part of the Synar Tobacco Retailer Master List Clarification and Improvement Process (a.k.a. Master Retailer List /MRL), and the Center for Substance Abuse Prevention (CSAP) Mandated Coverage Study includes the following procedures:

- Utilize the list of retail tobacco outlets for the CA region as the working document (for the most recent Synar tobacco retailer master list, contact the Office of Recovery Oriented Systems of Care (OROSC) at 517-373-4700.
- Conduct a complete review of the existing list for the purpose of:
  - Clarifying and correcting any erroneous or missing information related to any or all of the retail outlets appearing on the list;
  - Adding any retail outlets which sell tobacco products to the list;
  - Removing from the list, any retail outlets having been identified as no longer selling tobacco, or otherwise out of business;
  - Checking all items associated with the listed retail outlet, including; i) name, ii) address, iii) zip code, iv) county, v) county code, vi) phone number, and vii) Vendor Type code (formerly PEV code).

Additionally, states are required by CSAP to conduct a tobacco retail outlet coverage study every three years. The purpose of the coverage study is to assess and improve the accuracy of their Synar Tobacco Retailer Master List. The CAs and their DYTURs will assist in implementing this process and the information gathered will be the same as the Master List Clarification and Improvement Process.

SYNAR TOBACCO RETAILER MASTER LIST  
 CLARIFICATION AND IMPROVEMENT PROCESS  
 AND THE CSAP MANDATED COVERAGE STUDY  
 Page 2

<b>Synar Master Retailers List (MRL) Glossary of Terms</b>	
Master Retailers List	A statewide composite of all retailers known to sell tobacco. It is sorted by Coordinating Agency (CA).
MRL #	The state assigned retailer number - used for tracking.
CO	The county in which the retailer or business is located.
CO Code	The state assigned number identifying the respective counties.
OTC/VM	Used to describe whether the type of sell is OTC = Over the Counter; or VM = Vending Machine.
Vendor Type	A code number that indicates the type of business or retail establishment is represented. There are six codes: 1 = Grocery; 2 = Convenience; 3 = Gas Station; 4 = Restaurant; 5 = Bar; 6 = Other (please indicate). [Note: This was formerly called a PEV code.]
Retailer Name	Name of business or retail establishment as shown on building.
Street Address	Physical address of establishment being checked.
City	City coinciding with establishment address.
State	Will always be Michigan.
Zip	Zip code coinciding with establishment address.
Phone	Telephone number of establishment.